

Appendix E

Final Reporting Requirements

Title Page or Cover

Project Title

Project Identification Number

Watershed Management Area

Grantee's name, address, and phone number

Consultant's name, address, and phone number (if applicable)

Date of project completion

Date of final report

Grant source: SFY 2006 Section 604(b) Water Quality Planning Grant

Grantee's Signature

The signature of the grantee must be provided, attesting to completion and accuracy of the final report and authorizing its publication and submission/release to the Department for the Department's use.

Identification and Disclaimer

Identification of funding sources and disclaimer (if required)

Executive Summary

A brief summary of the final report, which can also serve as a stand-alone document, must be provided. This summary should include the following:

- A description of the project area;
- A brief summary of the project scope and methodology used;
- Highlights of major results and conclusions; and
- Project implications and recommendations

Results of Project and Evaluation

Applicants must explain, in sufficient detail, the results of the project, including a conclusion and recommendations for action. The results should contain sufficient documentation of the sources of information and methodology used, basis for assumptions and projections, and any other information relevant to or supporting the conclusion and recommendations. The project evaluation should include the following information:

- A summary of the results;
- A detailed evaluation of findings, including relevant tables, graphs, etc.;
- A breakdown of findings by relevant variables;
- A detailed citation of all data sources;
- Implications and recommendations for future action; and
- A description of strategies for assuring utilization of project results.

Appendices

The report is to include any and all report documents developed as a result of the grant as well as a copy of Attachment D of the grant contract.